

*Security*

*Directives*

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EX

S E C R E T

DEVELOPMENT PROJECTS DIVISION  
DPD HQS DIRECTIVE NO. 10-2

SECURITY  
5 June 1962


ACCESS TO CONTROLLED AREA

1. The letter "K" on a building badge permits access to the DPD area on an unrestricted basis (7 days a week, 24 hours a day). Since moving to the Headquarters Building, the number of requests for the addition of a "K" has risen sharply. Action is being taken to reduce the number of non-DPD personnel authorized free access to the 6B Wing restricted area.

2. Three categories have been established in order to meet the requirement:

- a. "K" will be authorized only for DPD personnel (including ASB for the present), and non-DPD personnel who have a justified requirement for free access to the DPD area.
- b. An access list has been established for other personnel having a continuing, but irregular or infrequent need for entry during normal duty hours. Inclusion on the access list, authorized by the Acting Chief, DPD, through the Security Branch, will permit the receptionist to issue to a visitor the white "TEMPORARY" non-escort badge. A record of visits will be maintained, and the name removed from the list if retention is not justified.
- c. Occasional visitors will be accommodated as at present. The receptionist will notify the office to be visited, and issue a red "VISITOR" badge which requires an escort.

3. The addition of the letter "I" is to be even more highly restricted. All requests for an "I" should be routed through the Chief, SPB/DPD, to the Security Branch, DPD. The Acting Chief, DPD, or his authorized representative, will approve or deny the issuance of "I" area access.

  
STANLEY W. BEERLI  
Colonel USAF  
Acting Chief, DPD

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OFFICE OF SPECIAL ACTIVITIES  
PROJECT HEADQUARTERS  
DIRECTIVE NO. 10-5-1

SECURITY  
7 FEBRUARY 1966

1. Please be reminded that reproduction of TALENT and [REDACTED] controlled material, in whole or in part, is prohibited unless permission to do so has been obtained from the TALENT and [REDACTED] Control Officer, OSA, [REDACTED].

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2. Whenever such permission is obtained, copies will be controlled under the originator's assigned TALENT or [REDACTED] control number and will be further identified as "Series B". Each copy will be numbered in sequence beginning again with one (1) and each copy will also show the total number of "Series B" copies prepared.

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[REDACTED]

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JACK C. LEDFORD  
Brigadier General, USAF  
Director of Special Activities

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OFFICE OF SPECIAL ACTIVITIES  
PROJECT HEADQUARTERS DIRECTIVE  
NO. 10-5-2

SECURITY  
18 AUGUST 1966

RECISION: DPD Hqs Notice 10-4  
dated 5 April 1962

SAFE CUSTODIANS

1. PURPOSE

Agency Regulation HR 10-24 assigns to supervisory personnel the responsibility for designating those individuals under their direct control who must have knowledge of specific safe or vault combinations. The name, home address, and home telephone number of each person having access to a safe or safe-cabinet shall be posted on the side of each drawer. Vaults shall list the above information on the inside of the door. This requirement applies as well to the safe drawers in unitized desks.

It has been brought to the attention of this Division that the above cited regulation is not receiving compliance. In many instances the information is not posted, and in others the posted information is obsolete.

2. RESPONSIBILITIES

Effective upon receipt of this directive, it shall be the responsibility of each unit supervisor to:

- a. Designate an individual or individuals who will have responsibility for each safe, safe-cabinet, or vault under the cognizance of the unit supervisor.
- b. Ensure that each safe drawer or vault door is posted with the names and home addresses and telephone numbers of the custodians of the safe or vault area.

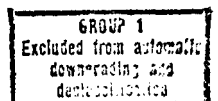
3. METHOD

The accepted method of posting is a 3x5 or 5x8 inch card taped to the side of each drawer above the sliding track. Each card should bear the required information on the custodian and an alternate.

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Colonel, USAF  
Director of Special Activities

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OFFICE OF SPECIAL ACTIVITIES  
OSA HQS. DIRECTIVE 10-5-11

SECURITY  
6 NOVEMBER 1968

VISITORS TO OSA AREA

1. All OSA personnel presently assigned to the [REDACTED] Building have a "K" on their building badge. The current policy concerning official visitors to the [REDACTED] Building including staff employees from other areas, requires an escort at all times while in the area. However, there is an exception made whereby staff employees whose official duties require a certain amount of work time be spent each week in this building can be issued a temporary "No Escort Required" badge, if they possess the appropriate clearances.

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2. In the case of contractor's representatives who are required to visit the [REDACTED] Building, the staff employee being visited should adhere to the following guidelines:

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(a) Make certain that the visitor, prior to his arrival, has been issued the appropriate approvals to permit his access to sensitive project information.

(b) When business discussions will be held with the contractor's representatives in the employee's office, it is imperative upon the latter to notify all the personnel in the adjoining offices prior to his arrival.

(c) The visitor should be made privy only to information or projects for which he has a "need to know."

(d) The visitor must be escorted at all times while he is in the [REDACTED] Building. There will be no exception made.

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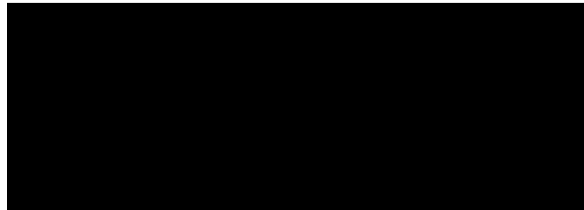
(e) The visitor is permitted only in areas where access is needed and he should be controlled so that he is not in a position to overhear classified conversations of other Agency employees.

OSA HQS. DIRECTIVE 10-5-11

Page 2

(f) All business meetings with these representatives be conducted, whenever possible, in the OSA conference room, particularly where the representative has more than one Agency employee with whom to confer.

3. It is also incumbent upon all staff employees who are in the area to take all precautionary measures necessary to prevent a visiting contractor's representative from overhearing or seeing any information about projects other than the ones about which he has been briefed. Discussion of any Agency business, policy, organization, etc. should be avoided and extreme caution should be exercised at all times to prevent the disclosure of sensitive intelligence knowledge to unauthorized persons.



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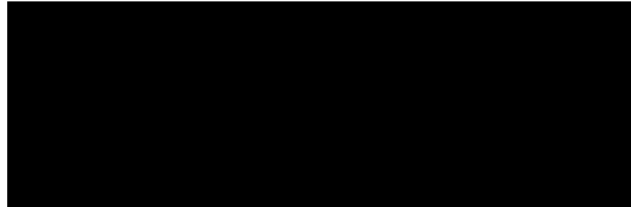
OFFICE OF SPECIAL ACTIVITIES  
OSA HQS DIRECTIVE 10-5-12

SECURITY  
13 DECEMBER 1963

SECURITY DURING HOLIDAYS

1. During the oncoming holiday season many of our employees will be taking annual leave. Therefore, it becomes incumbent upon those who remain on the job to be extra careful at all times in order to adequately protect all classified material.

2. There has been a tendency in the past to experience an increased number of security violations near the end of the calendar year. All supervisors are urged to remind their employees of their security responsibilities, with particular emphasis on the after-hours security check in their respective areas.



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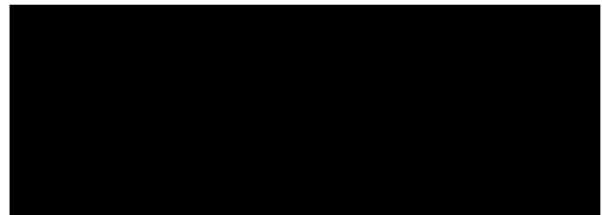
OFFICE OF SPECIAL ACTIVITIES  
OSA HDQS DIRECTIVE 10-5-14

SECURITY  
18 DECEMBER 1969

SECURITY DURING HOLIDAYS

1. During the oncoming holiday season many of our employees will be taking annual leave. Therefore, it becomes incumbent upon those who remain on the job to be extra careful at all times in order to adequately protect all classified material.

2. There has been a tendency in the past to experience an increased number of security violations near the end of the calendar year. All supervisors are urged to remind their employees of their security responsibilities, with particular emphasis on the after-hours security check in their respective areas.



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OFFICE OF SPECIAL ACTIVITIES  
OSA HHS DIRECTIVE 10-5-15

SECURITY  
8 DECEMBER 1971

SECURITY DURING HOLIDAYS

1. During the oncoming holiday season many of our employees will be taking annual leave. Therefore, it becomes incumbent upon those who remain on the job to be extra careful at all times in order to adequately protect all classified material. Special attention should also be given to assuring that no room is left unoccupied when classified material is left out on the desk or the safes left unlocked.

2. The trend in the past has been an increase in the number of security violations near the end of the calendar year. All supervisors are urged to remind their employees of their security responsibilities, with particular emphasis on the after-hours security check in their respective areas.

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